

ESTABLISHMENT OF FUNDS AND ACCOUNTS

Receipts

All monies received by Puget Sound Educational Service District (PSESD) shall be receipted and accounted for in conformance with rules and regulations set forth by the Superintendent of Public Instruction and the Office of the State Auditor.

Any waiver of fees shall be documented by the Department Head in charge of the program involved. All such waivers will be in response to services rendered and shall not be a gift of public funds.

Uncollectible Accounts

The Superintendent or designee will make a reasonable effort to collect all revenues due from federal, state, and local sources. Procedures to collect accounts receivable include sending past due notices on invoices unpaid sixty days after date of invoice, making phone calls to those on invoices unpaid 90 days after date of invoices, working with individuals to develop repayment plans and/or working with departments to determine likelihood of payment. Accounts deemed uncollectible may be written off by recommendation of the department or turned over to a collection agency.

Payments

Evidence of receipt of goods and services shall routinely be obtained prior to preparation of vouchers for payment.

The Superintendent of PSESD may authorize preparation of vouchers for routine contractual agreements and advance payments.

When advance payment is necessary, subsequent evidence of receipt of goods or services shall be returned immediately to the Business Office.

Vouchers will be paid every week of each month.

Vouchers shall be presented for ratification and approval to the Board at the next regularly scheduled meeting. In the event the voucher is disapproved, the auditing officer and the Superintendent shall cause the claim to be recognized as a receivable and pursue collection diligently until the funds are collected.

Financial Report

A financial report shall be prepared monthly for presentation to the Board at the regularly scheduled meeting. At the close of each fiscal year, an annual financial report shall be submitted to the board in the form required by the Office of Superintendent of Public Instruction.

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Revised: August 1987
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